



CALIFORNIA'S
STEM CELL
AGENCY

Project Manager of Therapeutics

Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

Position Description

The mission of the CIRM Therapeutics Team is to recruit and enable the development of innovative clinical stage regenerative medicine / cell therapy

programs to address the unmet medical needs of patients. The Therapeutics Team aggressively recruits the best preclinical and clinical projects to partner with CIRM and, through active management of these programs, helps to drive these projects successfully to all stages of development.

The Project Manager reports to the VP of Therapeutics and will coordinate operations of the Therapeutics Team in order to accomplish this mission. The Project Manager will manage the development and execution of project team strategy and will optimize the team's effectiveness in achieving project objectives in alignment with the stated quarterly and annual goals of that team.

The project manager leads the development of project plans, track the team's progress against the plans, interact with stem cell thought leaders and set up clinical advisory panels, provide administrative support to the VP of Therapeutics and coordinate the therapeutics team meetings and processes with internal and external stakeholders in order to support these activities. He/she ensures that project team activities and decisions are clearly communicated, documented and archived, and acts as a primary contact for project team related information. The Project Manager will identify, recommend, and, where needed, will manage the implementation of process and other improvements for the therapeutic team as well as for cross functional interactions with internal and external stakeholders.

Under the direction of the Therapeutics VP , he/she will represent the Therapeutics Team in creating efficiencies within the CIRM organization by interfacing with the other departments at CIRM (e.g. Infrastructure, Legal, Finance, Grants Management, Communications). CIRM's clinical development projects are each partnered with a team of advisors, referred to as CIRM Clinical Advisory Panels (CAPs), to help identify risks or deficiencies and to leverage resources to find solutions that provide the project with the greatest opportunity for success. A CAP team includes CIRM Science Officer(s), external advisor(s), and a patient advisor. The Project Manager of Therapeutics will manage and coordinate the CAP process, meetings and teams.

The Project Manager must be able to work independently and must be able to exercise sound judgment to ensure that the CAP process is appropriately administered. The Project Manager must be comfortable with technologies and systems that best align with the organization's operations and which best serve project management of the Therapeutics Team's activities as described above.

Responsibilities

In this position you will be accountable for:

Managing the Process

- Creating and managing work/project plans that identify and sequence of activities needed to

successfully execute the Therapeutic Team mission including Team meetings and each CAP meeting.

- Supporting the establishment of CAPs for our partnering teams and coordinating a meeting schedule.
- Collecting, organizing, and maintaining the official records of the CAPs.
- Tracking conflicts of interest for advisors, patient representatives, and CIRM team members.
- Coordinating team resources to effectively implement the process of recruiting and partnering clinical stage projects and of managing the projects through the CAP process.
- Keeping track of the Therapeutics Team's activities and projects, creating systems to track metrics and generating accurate and high quality reports that can be shared internal and external stakeholders including CIRM's management and its Board of Directors.

Managing Advisors and Teams

- Managing a database of projects that are being pursued by the Therapeutics Team for partnering as well as of external experts and patient advocate advisors to serve on CAP

- In consultation with the Therapeutics Team members, to identify, recruit, and assign advisors to the various projects in need of regulatory, process development and manufacturing expertise, Clinical expertise as well as advisors to the CAPs.
- Coordinating travel, honorarium, and reimbursement for advisor participants and for the VP of Therapeutics.
- Liaising and maintaining professional relationships with advisors to ensure they are adequately informed of the process, procedures and requirements.

Coordinating Administrative Activities and Communication

- Coordinating flow of materials/information to grants management officers, information technology team, science officers and management as appropriate.
- Coordinating with Portfolio Development and Review Team for GWG reporting and management of expert advisors.
- Collaborating and communicating with other CIRM teams to harmonize procedures and resource allocation as needed.
- Participating in the Grants Management System development process to ensure proper design and implementation of new web-based

applications, progress reports, CAP reports and user interfaces.

- Developing, tracking and reconciling budget for CAP activities in collaboration with the Therapeutics Team members responsible for the respective project.
- Initiate, track and assist in the preparation, copyediting, and distribution of CAP reports and other related documents.

Exemplifying the CIRM Mission

- Demonstrating in your words and actions commitment to CIRM's mission.
- Collaborating with CIRM team members to generate efficiencies, enhance productivity, and develop competencies.
- Committing to team decisions by supporting and working to achieve team objectives.

Requirements

- An “all in” commitment to accomplishing the mission of CIRM.
- Advanced degree in science is desired (e.g. MS, PhD, MD, MBA) or commensurate experience.
- 8 or more years multi-disciplinary experience in the medical or biotech/pharmaceutical industry with at least 4 years of direct project

management in clinical research and/or drug development

- Strong proficiency with project management practices, technologies and methodology.
- Financial acumen and experience with managing project budgets
- Excellent interpersonal skills, ability to develop important relationships with internal and external stakeholders, good conflict management skills.
- Excellent analytical skills, with an ability to communicate complex issues in a simple way.
- Demonstrate ability to translate strategy into action and to attain multi-stakeholder engagement.
- Proven track record of good decision making and exercising sound judgment.
- Results and detail-oriented; self-motivated.
- Proven experience using Project Management software to manage complex project timelines and resources.
- Working knowledge/understanding of best-practice alliance/collaboration management principles and concepts, techniques and tools.

- Experience in implementing policies and procedures.
- Excellent organizational skills.
- Outstanding communication skills.
- Ability to work collaboratively in a team-oriented environment.

Position Details

Location: Oakland , CA

Schedule: Full-Time. Must be able to work outside of normal business hours.

Travel: May be required to travel domestically as necessary.